

## Milestones – key dates for your trade fair preparations

### Corona Health & Security Hotline

We are happy to inform you that there is a support by phone if you or your customers do have any questions about Messe Frankfurt's measures to prevent infection during stand construction and dismantling, the staging of events during the pandemic, or about individual trades such as catering or cleaning of exhibits at the exhibition stand.

You are welcome to contact our Corona Health & Security Hotline personally at +49 69 / 75 75 - 66 99. It is available by phone from Monday to Friday from 8 a.m. to 4 p.m. (MEZ).

### January 2022

<b>Stand registration</b>	Commencement of the registration stage on <b>17 January 2022</b>  Please register your company at: <a href="https://heimtextil.messefrankfurt.com/frankfurt/en/planning-preparation/intention-exhibit.html">https://heimtextil.messefrankfurt.com/frankfurt/en/planning-preparation/intention-exhibit.html</a>	If you have any <b>technical questions</b> , please contact our Service Hotline at  Telephone: +49 69 75 75-55 88 Email: <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>
<b>Registration of joint stand participants</b>	Please register your joint stand participants online in the course of your registration.  We would like to point out that all co-exhibitors on your stand are subject to approval and registration.  <b>Registration deadline: probably the 6 May 2022</b>	If you have any <b>technical questions</b> , please contact our Service Hotline at  Telephone: +49 69 75 75-55 88 Email: <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>

### February 2022

<b>Early Bird Deadline</b>	The deadline for the early bird discount is <b>7 February 2022</b> .	If you have any <b>technical questions</b> , please contact our Service Hotline at  Telephone: +49 69 75 75-55 88 Email: <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>
<b>Heimtextil Trends 22/23</b>	New exhibitors will receive an emailing regarding fabric submissions for our Trend Area. The closing date is <b>1 April 2022</b> .  Please visit the website <a href="http://www.heimtextil-trends.com">www.heimtextil-trends.com</a> , which will present the Heimtextil Trends 22/23 and provide download options. To do so, please log in with your Messe-Login.	If you have any questions, please contact <b>Shirley Tale</b> Telephone: +49 69 75 75-62 43 Email: <a href="mailto:shirley.tale@messefrankfurt.com">shirley.tale@messefrankfurt.com</a>

### March 2022

<b>Hall layout planning/ placement proposals</b>	Commencement of hall layout planning activities and dispatch of stand placement proposals by Email.  Please sign the first page of your placement proposal and forward it to <a href="mailto:acceptance.heimtextil@messefrankfurt.com">acceptance.heimtextil@messefrankfurt.com</a> .	If you have any questions regarding your stand, placement proposal, etc., please contact the responsible Sales Manager for the respective hall.  A list of Sales Managers is included at the end of this list of milestones.
<b>Online ticket services</b>	In the ticket services for exhibitor's portal, via <a href="https://exhibitorickets.messefrankfurt.com/atp/en/index.html">https://exhibitorickets.messefrankfurt.com/atp/en/index.html</a> , you can create exhibitor passes, visitor vouchers and/or tickets for set-up and dismantling. The tickets you create will be sent to you by email for printing.  A number of <b>free exhibitor passes</b> will be allocated automatically to your stand and will be shown in the portal. If you order exhibitor passes in excess of the number of free exhibitor passes allocated to you, you will only be charged for the excess passes logged into use at a trade fair entrance.  After the trade fair you will be charged only for visitor vouchers logged into use at a trade fair entrance.  Printed <b>vouchers for visitors</b> can be ordered in the Exhibitor Service Shop.	If you have any technical questions, please contact our Ticket Hotline at  Telephone: +49 69 75 75-51 51 Email: <a href="mailto:etickets@messefrankfurt.com">etickets@messefrankfurt.com</a>

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Also, in the **ticket services for exhibitor's** portal you can view the number of tickets allocated to your company for use during set-up and dismantling. Please order any additional tickets you may need in the ticket service for exhibitors portal.

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### Media Package

The Media Package Manager (MPM) is the practical online tool for your trade fair marketing: You can easily create your company profile and the MPM publishes it in the familiar media channels of Messe Frankfurt: from the printed catalogue to the interactive map of the exhibition grounds and the exhibitor and product search on our website and in the Navigator App.

The Media Package Manager will be available from **29 March 2022**.

Further information can be found at:  
<https://heimtextil.messefrankfurt.com/frankfurt/en/planning-preparation/exhibitors.html>

If you have any questions, please contact  
Messe Frankfurt Medien und Service GmbH

Telephone: +49 69 75 75-51 31

Email:

[mediapackage.heimtextil@messefrankfurt.com](mailto:mediapackage.heimtextil@messefrankfurt.com)

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## April 2022

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### Heimtextil Trends 22/23

The deadline for sample dispatch is **1 April 2022**.

If you have any questions, please contact

**Shirley Tale**

Telephone: +49 69 75 75-62 43

Email: [shirley.tale@messefrankfurt.com](mailto:shirley.tale@messefrankfurt.com)

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### Services

Once you have signed into the Exhibitor Services Shop at [www.serviceshop.messefrankfurt.com](http://www.serviceshop.messefrankfurt.com) using your trade fair login data you can order the services you need. Including:

- modular and individualised stand construction
- Utilities connections (electricity, water, telecommunications, etc.)
- stand equipment (furniture, carpets, decorations, media technology, etc.)
- stand services (security, cleaning, hostesses, etc.)
- Marketing and/or press services (advertising on the exhibition grounds, banners, add-ons to your online presence, etc.)
- parking tickets
- catering and events (parties at your stand, deliveries to your stand)
- logistics
- early installation

Please note that order deadlines may vary depending on the service ordered.

If you have any **technical questions** regarding our order system, please contact our Service Hotline at

Telephone: +49 69 75 75-29 99

Email: [serviceshop@messefrankfurt.com](mailto:serviceshop@messefrankfurt.com)

If you have any questions regarding your trade fair login data, please address them to [myaccount@messefrankfurt.com](mailto:myaccount@messefrankfurt.com).

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### Promotion Material

You can now find the promotion materials in the Shop for Exhibitor Services at:  
[www.serviceshop.messefrankfurt.com/portallogin](http://www.serviceshop.messefrankfurt.com/portallogin).

There you can download the digital promotion materials (e.g. e-cards, online banners, e-mail signatures) directly. You can also order invitation cards there and switch to the Ticket Shop for the voucher codes.

In **September**, we will send you an e-mailing regarding the promotion materials and show you the best ways to promote your trade fair presence to your customers.

If you have any questions, please contact

**Katrin Fuchs**

Telephone: +49 69 75 75-63 89

Email: [katrin.fuchs@messefrankfurt.com](mailto:katrin.fuchs@messefrankfurt.com)

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## Milestones – key dates for your trade fair preparations

### May 2022

<b>Deadline for registering joint stand participants</b>	Please note: The registration deadline for your joint stand participants is expected to be at the <b>6 of May 2022</b> .	If you have any <b>technical questions</b> , please contact our Service Hotline at  Telephone: +49 69 75 75-55 88 Email: <a href="mailto:serviceshop@messefrankfurt.com">serviceshop@messefrankfurt.com</a>
<b>Deadline for Media Package</b>	Please note: The deadline for submitting your data for entry in the catalogue is expected to be at the <b>6 of May 2022</b> .	If you have any questions, please contact Messe Frankfurt Medien und Service GmbH at  Telephone: +49 69 75 75-51 31 Email: <a href="mailto:mediapackage.heimtextil@messefrankfurt.com">mediapackage.heimtextil@messefrankfurt.com</a>
<b>Registration of vehicles used for set-up and dismantling</b>	Please note: Every vehicle you intend to use to access the exhibition grounds for set-up and/or dismantling activities must be registered online.  Please register your vehicles at <a href="http://www.gateway.messefrankfurt.com">www.gateway.messefrankfurt.com</a>	If you have any questions, please contact our Logistics Team at  Telephone: +49 69 75 75-60 75 Email: <a href="mailto:logistik@messefrankfurt.com">logistik@messefrankfurt.com</a>
<b>Order deadlines</b>	Ordering deadline for: <ul style="list-style-type: none"><li>• suspended ceilings/rigging</li><li>• parking tickets</li></ul>	
<b>Stand construction plans subject to approval</b>	Please observe the technical guidelines available at <a href="http://www.heimtextil.messefrankfurt.com">www.heimtextil.messefrankfurt.com</a>  The following types of construction are subject to approval regardless of size: <ul style="list-style-type: none"><li>• two-storey trade-fair stands</li><li>• walls higher than 4m</li><li>• closed ceilings</li><li>• floor platforms higher than 0.20m</li><li>• glass formations</li><li>• moving elements</li><li>• theatre or audience rooms</li><li>• separate display areas</li><li>• outdoor structures</li><li>• flying assemblies</li></ul> Stands that do not include any of the above features and measure less than 100 m <sup>2</sup> are not subject to approval.  The following types of construction are subject to inspection by a structural engineer: <ul style="list-style-type: none"><li>• specialty structures</li><li>• two-storey structures</li><li>• outdoor trade fair stands</li><li>• flying assemblies</li><li>• theatre or audience rooms</li><li>• separate display areas</li></ul> If no statics-related information prepared by a second, independent structural engineer is provided, the engineering firm contracted by Messe Frankfurt will conduct the inspection. The cost will be charged to the exhibitor separately.	If you have any questions, please contact <a href="mailto:standapproval@messefrankfurt.com">standapproval@messefrankfurt.com</a>

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The cost of the approval process (review of documents submitted and on-site inspection) will be charged to the exhibitor/builder of the stand. Exhibitors/builders of stands may incur additional costs if no static-related information is provided.

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### Deadline for ordering services

Please note:  
**From 30 May 2022 we will charge an express surcharge of 25%** on selected services. As we strive to provide you with the best possible support for the construction of your stand, we ask that you kindly order the products you need as early as possible to ensure all the resources can be prepared for you efficiently and in a timely manner.

If you have any technical questions regarding our order system, please contact our Service Hotline at

Telephone: +49 69 75 75-29 99  
Email: [serviceshop@messefrankfurt.com](mailto:serviceshop@messefrankfurt.com)

If you have any questions regarding your trade fair login data, please address them to [myaccount@messefrankfurt.com](mailto:myaccount@messefrankfurt.com).

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## June 2022

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### Heimtextil 2022 schedule

15. - 20. June 2022

#### Regular, free set-up

15 - 19 June 2022: 7:00 am – 22:00 pm

20 June 2022: 7:00 am – continuous until 21 June 2022

20 June 2022 from 2.00 p.m. start of carpet laying in the aisles. Set-up only possible inside the stand.

Trucks over 7.5 tonnes can apply for an exemption for Sundays and public holidays at the local authorities.

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20. June 2022

#### Heimtextil Preview

One day before the official opening of the trade fair the exclusive preview in **Hall 3.1** will be open to all exhibitors so they can discover the latest designs and establish contacts

#### Access for exhibitors:

20 June 2022 9:00 a.m. – 6:00 p.m.

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21. - 24. June 2022

#### Heimtextil

##### Access for visitors:

Tuesday to Thursday: 9:00 a.m. - 6:00 p.m.  
Friday: 9:00 a.m. - 5:00 p.m.

##### Access for exhibitors:

Tuesday to Thursday: 8:00 a.m. - 7:00 p.m.  
Friday, 8:00 a.m. to the end of dismantling

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24. June 2022

Return of empty containers and carpet removal between 5:00 p.m. and 8:00 p.m.,

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24.- 26. June 2022

#### Dismantling

Friday, 8:00 p.m. - Sunday, 11:00 p.m.

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## July 2022

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### Invoices for services

Dispatch of invoices for services you ordered

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**Date Heimtextil 2023: 10.01 - 13.01.2023**

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### Your personal contacts

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#### Show Directors

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**Home textiles**  
Halls 3, 4 and 6

**Sabine Scharrer**  
Telephone: +49 69 75 75-60 96  
Email: [sabine.scharrer@messefrankfurt.com](mailto:sabine.scharrer@messefrankfurt.com)

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**Household textiles**  
Halls 3 and 6

**Meike Kern**  
Telephone: +49 69 75 75-52 66  
Email: [meike.kern@messefrankfurt.com](mailto:meike.kern@messefrankfurt.com)

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#### Sales Manager

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**Halls 3.0**  
Smart Bedding

**Olga Drexler**  
Telephone: +49 69 75 75-63 70  
Email: [olga.drexler@messefrankfurt.com](mailto:olga.drexler@messefrankfurt.com)

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**Halls 3.0**  
Bed & Bath Fashion (Brands)

**Lisa Latin**  
Telephone: +49 69 75 75-66 65  
Email: [lisa.latin@messefrankfurt.com](mailto:lisa.latin@messefrankfurt.com)

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**Hall 3.1**  
Bed & Bath Fashion (Private Label)

**Lisa Latin**  
Telephone: +49 69 75 75-66 65  
Email: [lisa.latin@messefrankfurt.com](mailto:lisa.latin@messefrankfurt.com)

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**Hall 3.1**  
Beautiful Living (Brands & Private Label)

**Olga Drexler**  
Telephone: +49 69 75 75-63 70  
Email: [olga.drexler@messefrankfurt.com](mailto:olga.drexler@messefrankfurt.com)

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**Hall 3.1**  
Textile Design

**Petra Hauschild**  
Telephone: +49 69 75 75-64 16  
Email: [petra.hauschild@messefrankfurt.com](mailto:petra.hauschild@messefrankfurt.com)

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**Hall 4.0**  
Window & Interior Decoration

**Petra Mertens**  
Telephone: +49 69 75 75-54 10  
Email: [petra.mertens@messefrankfurt.com](mailto:petra.mertens@messefrankfurt.com)

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**Hall 4.0**  
Wall Decoration

**Verena Beck**  
Telephone: +49 69 75 75-58 59  
Email: [verena.beck@messefrankfurt.com](mailto:verena.beck@messefrankfurt.com)

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**Halls 4.1**  
Decorative & Furniture Fabrics

**Sandra Neumann**  
Telephone: +49 69 75 75-64 26  
Email: [sandra.neumann@messefrankfurt.com](mailto:sandra.neumann@messefrankfurt.com)

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**Hall 6.0**  
Asian Selection

**Sabine Voigt**  
Telephone: +49 69 75 75-55 58  
Email: [sabine.voigt@messefrankfurt.com](mailto:sabine.voigt@messefrankfurt.com)

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**Hall 6.0**  
Asian Excellence

**Verena Beck**  
Telephone: +49 69 75 75-58 59  
Email: [verena.beck@messefrankfurt.com](mailto:verena.beck@messefrankfurt.com)

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**Hall 6.1**  
Asian Excellence /  
Asian Selection

**Stella-Maria Mai**  
Telephone: +49 69 75 75-60 31  
Email: [stella-maria.mai@messefrankfurt.com](mailto:stella-maria.mai@messefrankfurt.com)

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**Hall 6.2**  
Asian Selection

**Stella-Maria Mai**  
Telephone: +49 69 75 75-60 31  
Email: [stella-maria.mai@messefrankfurt.com](mailto:stella-maria.mai@messefrankfurt.com)

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### Sales Manager Assistant

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**Home textiles and  
Household textiles**

**Natalie Boos**  
Telephone: +49 69 75 75-64 37  
Email: [natalie.boos@messefrankfurt.com](mailto:natalie.boos@messefrankfurt.com)

**Lena Riedel**  
Telephone: +49 69 75 75-68 23  
Email: [lena.riedel@messefrankfurt.com](mailto:lena.riedel@messefrankfurt.com)

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### Organisation, side programme, events

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**Organisation, side programme, events**

**Doreen Pelka**  
Telephone: +49 69 75 75-55 40  
Email: [doreen.pelka@messefrankfurt.com](mailto:doreen.pelka@messefrankfurt.com)

**Kirstin Reischl**  
Telephone: +49 69 75 75-64 56  
Email: [kirstin.reischl@messefrankfurt.com](mailto:kirstin.reischl@messefrankfurt.com)

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**Heimtextil Trends**

**Shirley Tale**  
Telephone: +49 69 75 75-62 43  
Email: [shirley.tale@messefrankfurt.com](mailto:shirley.tale@messefrankfurt.com)

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### Marketing Communications

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**Director Marketing Communications**

**Ivonne Seifert**  
Telephone: +49 69 75 75-61 57  
Email: [ivonne.seifert@messefrankfurt.com](mailto:ivonne.seifert@messefrankfurt.com)

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**Media Relations**

**Anil Öt**  
Telephone: +49 69 75 75-50 21  
Email: [anil.oet@messefrankfurt.com](mailto:anil.oet@messefrankfurt.com)

**Edda Simon**  
Telephone: +49 69 75 75-35 30  
Email: [edda.simon@messefrankfurt.com](mailto:edda.simon@messefrankfurt.com)

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**Marketing Communications**

**Kerstin Hedrich**  
Telephone: +49 69 75 75-35 40  
Email: [kerstin.hedrich@messefrankfurt.com](mailto:kerstin.hedrich@messefrankfurt.com)

**Miriam Di Maggio**  
Telephone: +49 69 75 75-60 17  
Email: [miriam.dimaggio@messefrankfurt.com](mailto:miriam.dimaggio@messefrankfurt.com)

**Katrin Fuchs**  
Telephone: +49 69 75 75-63 89  
Email: [katrin.fuchs@messefrankfurt.com](mailto:katrin.fuchs@messefrankfurt.com)

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**Organisation**

**Peggy Behling**  
Telephone: +49 69 75 75-67 81  
Email: [peggy.behling@messefrankfurt.com](mailto:peggy.behling@messefrankfurt.com)

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